



IN REPLY TO:

United States Department of the Interior

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1542/1270 (HR-250) P

October 31, 1997

Instruction Memorandum No. HR-98-006

Expires: 09/30/98

To: All HR Employees

From: Director, National Human Resources Management Center

Subject: HR-IM-98-006 - National Training Center (NTC) Course 1270-04 Self-Study
Electronic Records Management for E-Mail now Mandatory

DD: 12/31/97

Electronic mail (e-mail) has streamlined our work processes and made them more productive. There are responsibilities, however, that come with using e-mail:

- learning how to manage our e-mail
- determining when our messages are BLM records
- understanding what we are required to maintain to make that "record" complete

Some problems that we, and other offices, have recently encountered are:

1. Key decisions made in e-mail messages but not distributed to all affected employees nor filed in appropriate case files.
2. Responses to requests for information, both from the public and other BLM offices, are answered by e-mail but never printed and filed in the case file.
3. Freedom of Information Act requests for e-mail messages that should have been part of a case file. As a result, employees want to search backup tapes to retrieve e-mail messages.
4. Many employees compare e-mail messages to telephone calls. They are more accurately compared with *written correspondence*. We can be held liable for the written word much easier than the undocumented phone call.

Educating all of us on the proper use of e-mail is a solution to these problems. Therefore,

effective immediately, NTC Self Study Course 1270-04, Electronic Records Management for E-Mail is mandatory for all HR BLM employees.

The self-study course consists of four modules, each with three to four lessons and a self-evaluating summary quiz. Modules can usually be completed in one to two hours. We encourage you to complete the course by 12/31/97. If you have completed this course, congratulations!--you are not required to complete it again. The course is designed to let you control the pace at which you receive your lessons. When you return each completed quiz as instructed, you automatically receive the next module of lessons. The course is automated; you need only follow the instructions to ensure the continuation of each module. You can enroll anytime by following these instructions:

1. In GroupWise, select SEND, NEW MAIL
2. In the TO window type: Etraining
3. In the SUBJECT window, type: E-Mail SS Course 1270-04
4. In the MESSAGE window type: CodeUREnrolled (just like it looks - no spaces)
5. Click on SEND.

You are quickly enrolled and should receive your first module of lessons within minutes.

When you complete the course, you will receive a training certificate via GroupWise. Save your certificate to a WordPerfect file and e-mail the certificate to Pat Day at GroupWise address "pday." For those who have already completed the course, please e-mail your certificates to Pat Day. The certificates will be forwarded to HR-220 and one SF-182 training form will be submitted at the completion of the course to ensure that you are credited for completing the course.

If you have any questions about your managing your e-mail records, please contact Pat Day, Records Administrator at (303) 236-6362. If you have any questions or problems with the course, please call Melinda Mahoney at NTC, (602) 906-5511.

Signed Linda D. Sedbrook, Director

Authenticated Darlene Robitaille, Secretary

Distribution

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